



Internship - Equality, Diversity and Inclusion Caucus

Edinburgh, Midlothian, United Kingdom

JOB DESCRIPTION

Salary: Grade 5 (£25,138 pro rata)

Contract: Full time (4 weeks) or Part time (8 weeks). Hybrid or remote options available

The role:

This is an exciting opportunity for an intern to undertake in research, to inform working practices and advance theoretical understandings of work and employment. The role will involve a combination of activities to support the ongoing and future research of EDICa, and may include supporting data collection and analysis, literature reviews and publication development. The successful candidate is likely to be pursuing an undergraduate degree in any relevant discipline and the role is suited to someone considering a career in research.

We are seeking to appoint one full time (4 week) or part time (8 week) Intern – Please state on your application which you would like to apply for.

Key Duties and Responsibilities

- Work with EDICa members to undertake a small research project#
- It is expected that the researcher will take an active role in developing research outputs, for example blog posts and report
- Undertake any other reasonable duties delegated to them by their line manager
- To carry out research projects to a high standard
- Meeting planned milestones and deliverables
- Reporting progress regularly to supervisors, both verbally and in written reports

- Keeping clear written records of work done, and storing data in accessible formats according to a system agreed with the project supervisor
- To collaborate with partners within the project and others as appropriate

Essential criteria

- Appointment aimed at those who recently completed a degree in social sciences e.g. business studies, human resource management, psychology, sociology, gender studies
- Experience of identifying and reviewing evidence e.g. reports and journal papers
- Ability to work with a range of stakeholders
- Demonstrated ability in writing e.g reports, essays
- Ability to work as part of a team within Heriot Watt University and across partners

Desirable criteria

- Experience of collecting and analysing data
- Experiencing of presenting findings in written or verbal forms

About our team

The Equality, Diversity and Inclusion Caucus (EDICa) is a £4 million grant funded by UK Research and Innovation with the British Academy to accelerate equity across the research and innovation ecosystems in the UK through the creation of evidence bases, commissioning research projects and piloting interventions.

The EDICa team consists of 18 investigators from eight organisations and 3 support staff from Heriot-Watt. The investigators are researchers at different career stages from across a range of disciplines and lived experiences of marginalisation.

About the University

Heriot-Watt University has established a reputation for world-class teaching and leading-edge, relevant research, which has made it one of the top UK universities for innovation, business and industry.

Heriot-Watt University has five campuses: three in the UK (Edinburgh, Scottish Borders and Orkney), one in Dubai and one in Malaysia. The University

offers a highly distinctive range of degree programmes in the specialist areas of science, engineering, design, business and languages. Heriot-Watt is also Scotland's most international university, boasting the largest international student cohort.

How to Apply

Applications can be submitted until midnight on the **29th of August 2023**.

Applications should include a CV and cover letter detailing your suitability for the post. The names of two referees will be requested from successful applicants.

For further information regarding this position, please contact James Richards
J.Richards@hw.ac.uk.

Heriot-Watt University is committed to securing equality of opportunity in employment and to the creation of an environment in which individuals are selected, trained, promoted, appraised and otherwise treated on the sole basis of their relevant merits and abilities. Equality and diversity are all about maximising potential and creating a culture of inclusion for all.

Heriot-Watt University values diversity across our University community and welcomes applications from all sectors of society, particularly from underrepresented groups. For more information, please see our website <https://www.hw.ac.uk/uk/services/equality-diversity.htm> and also our award-winning work in Disability Inclusive Science Careers <https://disc.hw.ac.uk/>.


Use our total rewards calculator: <https://www.hw.ac.uk/about/work/total-rewards-calculator.htm> to see the value of benefits provided by Heriot-Watt University

APPLY NOW

JOB INFO

Job Identification

3223

Job Category	Administration
Posting Date	15/08/2023, 12:22
Apply Before	29/08/2023, 23:59
Degree Level	First Degree
Job Schedule	Full time
Locations	 Heriot-Watt University, Edinburgh, EH14 4AS, GB